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UNITED STATES GOVERNMENT

Memorandum

TO : NPIC

DATE: 12 AUG 1970

FROM : DIAAP-9

SUBJECT: Use of Soft Covers on DIA Basic Briefs

1. Reference your note of 15 June 1970, subject as above.
2. I have given careful thought to your proposal that DIAAP-9 consider adopting the soft classification type cover for Basic Imagery Interpretation Briefs. Admittedly, in this period of cost consciousness and limited manpower resources your rationale for making this change is justified.
3. Therefore, at this time, I concur in your proposal. However, I desire to reserve the option to again adopt the hard covers if circumstances in the future dictate a change.



Chief, Photographic
Interpretation Office

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15 JUN 1970

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Note for

Use of Soft Covers on DIA Basic Briefs.

1. Recently, as part of my review of the Center's report covers, I adopted the soft, classification-type cover (sample attached) for our Basic Imagery Interpretation Briefs which, as you know, are short updates of BIIR's. Though there were several considerations that influenced my decision, two of the factors were dollar costs and man-hours. A hard copy costs us in the neighborhood of \$15.00 per report (based on 150 distribution) and about three man-hours labor. Though not impressive figures when viewed as stand-alone statistics, they become more significant when related to the number of basic briefs completed during the year. If one produces 100 Basic Briefs a year, the savings, at least in man-hours, are worthy of consideration.

2. The cost of preparing hard covers for your BIIB's is about the same as for ours, for each is done in total by NPIC's Reprographics Division. With the thought of saving where we can, I ask that you give consideration to the use of such soft covers on your basic briefs. If you prefer to continue the present hard covers, we shall do so.

NPIC

Attachment:

Soft Cover Sheet

Distribution:

Copy 1 - Chief, DIAAP-9

2 - NPIC/PSG w/o attachment

3-4 - NPIC/ODIR w/o attachment

NPIC/ODIR

(12 June 1970)

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